

FIG.3B

FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP		EMAIL TAG
VIEW TAG	REFERENCE CODE: _____ SOFTWARE USED (AUTO) _____ SOFTWARE VERSION (AUTO) _____ OTHER STORAGE MEDIA _____ WORKSTATION OF ORIGIN (AUTO) _____ DOCUMENTS ORIGINAL VERSION (AUTO) _____ PREPARED BY (AUTO) _____ PASSWORDS AND LOG IN VERIFICATION (AUTO) _____ TYPE OF DOCUMENTS (DROP DOWN MENU) _____ (LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)	
HELP	CLIENT NAME _____ (DROP DOWN MENU) CLIENT # _____ SCAN MATCH THE CLIENT NAME PROJECT# _____ SCAN CLIENT NAME AND CLIENT # PURPOSE OF DOCUMENT (DROP DOWN BOX) _____ DATE (AUTO) _____ TIME (AUTO) _____ FILL IN BOX FOR TEXT NOTES _____ DOCUMENT VERSION NUMBER _____ (AUTO IF YOU USE SAVE AS COMMAND) AUTHORITATIVE VERSION YES NO CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)	
SUPPORT SERVICES		
HOW TO		
PREVIOUS NEXT PRINT		10/20/98

FIG.8A

<div>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</div> <div>EMAIL TAG</div>	
<div>VIEW TAG</div>	<div>REFERENCE CODE: _____</div> <div>WORKSTATION OF ORIGIN (AUTO) _____</div> <div>DOCUMENTS ORIGINAL VERSION (AUTO) _____</div> <div>PREPARED BY (AUTO) _____</div> <div>DIVISION/DEPARTMENT _____</div> <div>NETWORK USER'S EMPLOYMENT NUMBER (AUTO) _____</div> <div>USER PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</div> <div>CLIENT NAME _____ (DROP DOWN MENU)</div> <div>CLIENT# _____ SCAN MATCH THE CLIENT NAME</div> <div>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #</div> <div>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</div> <div>DATE(AUTO) _____</div> <div>TIME(AUTO) _____</div> <div>DOCUMENT VERSION NUMBER _____</div> <div>(AUTO IF YOU USE SAVE AS COMMAND)</div> <div>AUTHORITATIVE VERSION YES NO</div> <div>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</div> <div>TYPE OF DOCUMENTS (DROP DOWN MENU) _____</div> <div>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)</div> <div>NOTES: _____</div>
<div>HELP</div>	
<div>SUPPORT SERVICES</div>	
<div>HOW TO</div>	
<div>PREVIOUS NEXT PRINT</div> <div>10/20/98</div>	

FIG.8B

<div>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</div> <div>EMAIL TAG</div>	
<div>VIEW TAG</div>	<div>REFERENCE CODE: _____</div> <div>CLIENT NAME _____ (DROP DOWN MENU)</div> <div>CLIENT # _____ SCAN, MATCH THE CLIENT NAME</div> <div>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #</div> <div>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</div> <div>DATE (AUTO) _____</div> <div>TIME (AUTO) _____</div> <div>SOFTWARE USED (AUTO) _____</div> <div>SOFTWARE VERSION (AUTO) _____</div> <div>WORKSTATION OF ORIGIN (AUTO) _____</div> <div>DOCUMENTS ORIGINAL VERSION (AUTO) _____</div> <div>PREPARED BY(AUTO) _____</div> <div>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</div> <div>DOCUMENT VERSION NUMBER _____</div> <div>(AUTO IF YOU USE SAVE AS COMMAND)</div> <div>AUTHCRITATIVE VERSION YES NO</div> <div>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</div> <div>TYPE OF DOCUMENTS (DROP DOWN MENU) _____</div> <div>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)</div> <div>NOTES: _____</div>
<div>HELP</div>	
<div>SUPPORT SERVICES</div>	
<div>HOW TO</div>	
<div>PREVIOUS NEXT PRINT</div> <div>10/20/98</div>	

FIG.8C

<div>BUSINESS EMAIL</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
VIEW TAG	REFERENCE NUMBER: <u>BEM 14722</u>
	POSTED DATE: <u>MON 18 MAY 1998 16:17:36 - 0500 (CDT)</u>
	TO: <u>ANDREA JACOBSON <VIRT@VWIL.COM></u>
HELP	FROM: <u>JANE DOE <JDOE@VWIL.COM></u>
SUPPORT SERVICES	SUBJECT: <u>NEW CLIENT INFORMATION</u>
	ATTACHMENTS: _____
	CC: _____
HOW TO	BCC: _____
	<div>ANDREA, I AM SENDING YOU INFO ON OUR NEW CLIENT. SEE ATTACHED FILE. JANE</div>
<div>< PREVIOUS NEXT > PRINT > SEND ></div>	
10/20/98	

FIG.9

<div>PERSONAL EMAIL</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
<div>POSTED-DATE: MON. 18 MAY 1998 16:17:36 - 0500 (CDT)</div> <div>TO: JAY DOE<JayDoe@VWI.COM></div> <div>FROM: JANE DOE<JDoe@VWI.COM></div> <div>SUBJECT: PHONE COVERAGE</div> <div>MESSAGE: YOUR PACKAGE IS HERE</div> <div>ARE YOU AVAILABLE FOR LUNCH?</div> <div>ARE YOU AVAILABLE TO ANSWER MY PHONE?</div>	
<div></div>	
<div>VIEW TAG</div>	
<div>HELP</div>	
<div>SUPPORT SERVICES</div>	
<div>HOW TO</div>	
<div>< PREVIOUS NEXT > PRINT > SEND ></div> <div>10/20/98</div>	

MINUTE MAIL	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
VIEW TAG	REFERENCE NUMBER: MMM 14722
	POSTED-DATE: MON 18 MAY 1998 16:17:36 -0500 (CDT)
	TO: ANDREA JACOBSON <VIR@VWL.COM>
HELP	FROM: JANE DOE <JDOE@VWL.COM>
SUPPORT SERVICES	SUBJECT: NEW CLIENT INFORMATION
	ATTACHMENTS:
	CC:
HOW TO	BCC:
	ANDREA,
	MY PIN NUMBER IS 0908
	JANE
< PREVIOUS NEXT > PRINT > SEND > 10/20/98	

FIG.11

VIEW TAG		FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
HELP		POSTED-DATE: MON., 18 MAY 1998 16:17:36 - 0500 (CDT)	
SUPPORT SERVICES		TO: PoAdm@vwi.com	
HOW TO		FROM: SYSTEM@VWI.COM	
SEARCH		SUBJECT: PURGE CONFIRMATION REPORT	
		<div>PURGE CONFIRMATION REPORT</div> <ul style="list-style-type: none">• YOUR EMAIL MESSAGE REFERENCE NUMBER MMM14722 HAS BEEN PURGED FROM THE SYSTEM.	
< PREVIOUS		NEXT > PRINT >	
		10/20/98	

FIG.12

<div>INTRAMAIL</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
<div>VIEW TAG</div>	EMAIL CODE NUMBER: <u>PEM 1000</u>
	POSTED-DATE: <u>MON. 18 MAY 1998 16:17:36 -0500 (CDT)</u>
	TO: <u>ANDREA JACOBSON <VIRT@VWI.COM></u>
<div>HELP</div>	FROM: <u>JANE DOE <JDOE@VWI.COM></u>
<div>SUPPORT SERVICES</div>	SUBJECT: <u>WEEKEND PLANS</u>
<div>HOW TO</div>	ATTACHMENTS: _____
	CC: _____
	BCC: _____
	<div>ANDREA, I'LL SEE YOU FRIDAY NIGHT. MY FLIGHT GETS IN AT 8 P.M. I'LL CALL YOU SOON AS I GET INTO TOWN. JANE</div>
<div>< PREVIOUS NEXT > PRINT > SEND ></div> 10/20/98	

FIG.13

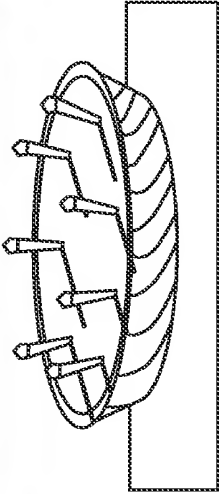
<div>BULLETIN BOARD MAIL</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
<div>VIEW TAG</div>	POSTED-DATE: MON., 18 MAY 1998 16:17:36 - 0500 (CDT)
	TO: BULLET@VWI.COM
	FROM: JDoe < JDoe@VWI.COM >
<div>HELP</div>	SUBJECT: RETIREMENT PARTY
<div>SUPPORT SERVICES</div>	ATTACHMENTS: _____
<div>HOW TO</div>	CC: _____
<div><div></div><div>TODAY IS JANE DOE'S BIRTHDAY! JOIN US FOR A CAKE BREAK AT 2 P.M. AT JANE'S DESK.</div></div>	
<div>< PREVIOUS</div> <div>NEXT ></div> <div>PRINT ></div> <div>10/20/98</div>	

FIG.14

<div>E-PROPOSAL</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
REFERENCE NUMBER: <u>PRO 14722</u>	
POSTED DATE: MON. 18 MAY 1998 16:17:36 -0500 (CDT)	
TO: <u>ANDREA JACOBSON <VIRT@VWI.COM></u>	
FROM: <u>JANE DOE <IDOE@VWI.COM></u>	
SUBJECT: <u>PROPECT PROPOSAL PROCESS & INFORMATION</u>	
ATTACHMENTS: <u>E-PROPOSAL</u>	
CC: _____	
BCC: _____	
<div>ANDREA, ATTACHED IS A COVER LETTER EXPLAINING OUR E-PROPOSAL AND CONTRACT POLICIES, PROCEDURES AND TERMS. PLEASE REVIEW THE ATTACHMENT CAREFULLY AND CONTACT US IF YOU HAVE ANY QUESTIONS OR CONCERNS. WE LOOK FORWARD TO WORKING WITH YOU. Jane.Jones ACCOUNT MANAGER</div>	
<div>VIEW TAG</div>	
<div>HELP</div>	
<div>SUPPORT SERVICES</div>	
<div>HOW TO</div>	
<div>< PREVIOUS NEXT > PRINT > SEND > 10/20/98</div>	

FIG.15

<div>E-PROPOSAL CONFIRMATION</div>	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
<div>VIEW TAG</div>	<div>REFERENCE NUMBER: PRO 14722</div>
<div>HELP</div>	POSTED-DATE: MON, 18 MAY 1998 16:17:36 - 0500 (CDT)
<div>SUPPORT SERVICES</div>	TO: ANDREA JACOBSON <VIRT@VWI.COM>
<div>HOW TO</div>	FROM: JANE DOE <JDOE@VWI.COM>
	SUBJECT: PROPECT PROPOSAL PROCESS & INFORMATION
	ATTACHMENTS: E-PROPOSAL
	CC:
	BCC:
	PROPOSAL CONFIRMATION: MAY 18, 1998 16:19:30 - 500 (CDT)
<div>< PREVIOUS NEXT > PRINT > SEND ></div>	
10/20/98	

FIG.16